

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SUPERVISOR III –
Training and Review

SALARY GROUP: B19

DEPARTMENT: Laundry, Food and Supply

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Ronald A. Hudson DATE: 09/27/2016

POSITION #: 009070

I. JOB SUMMARY

Performs complex administrative and supervisory program work. Work involves establishing program goals and objectives; developing program guidelines, policies, procedures, rules, and regulations; developing schedules, priorities, and standards for achieving program goals; evaluating program activities; developing budget requests; coordinating program activities; and assigning and supervising the work of others. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Plans, implements, coordinates, monitors, and evaluates program operations; conducts operational reviews and evaluations; and recommends improvements to ensure compliance with the accreditation standards of the American Correctional Association (ACA).
- B. Conducts investigations and program analyses to ensure compliance with program policies, procedures, and rules; assists in the review of program area functions and operations and recommends improvements; and assists in implementing procedural and policy changes.
- C. Prepares and assists in the preparation of program correspondence; prepares and reviews reports on the effectiveness of program activities; and assists in the preparation and evaluation of program budget requests.
- D. Confers with program staff on program issues and problems to identify and implement solutions; assists in planning and developing training and operational manuals and educational materials; and provides training and technical assistance to staff and offenders in the program area.
- E. Assigns and supervises the work of others.

* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Business Administration, Public Administration, Hotel or Restaurant Management, or a related field preferred. Each year of experience as described below in excess of the required five years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.

Equivalent technical or trade school courses in the field of culinary, hotel, or restaurant management may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.

2. Five years full-time, wage-earning auditing, inventory management, laundry or food service administration, program administration, or program evaluation experience.
3. Two years full-time, wage-earning experience in the supervision of employees.
4. Correctional food service or institutional laundry experience preferred.
5. Correctional custody or law enforcement experience preferred.

B. Knowledge and Skills

1. Knowledge of the principles and practices of public administration and management.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to interpret and apply rules, regulations, policies, and procedures.
7. Skill in administrative problem-solving techniques.

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8. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
9. Skill to oversee program activities.
10. Skill to prepare and maintain accurate records, files, and reports.
11. Skill to develop and evaluate administrative policies and procedures.
12. Skill to review technical data and prepare technical reports.
13. Skill in public address.
14. Skill to assign and supervise the work of others.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, dolly, telephone, and automobile.